

Arkansas Tech Small Business and Technology Development Center

Arkansas Tech University
College of Business and Economic Development, Doc Bryan
1605 Coliseum Drive Suite 104, Russellville, AR 72801
479.356.2067 | www.atu.edu/asbtcd

Start-Up Checklist for Conway County

- ☐ For sole proprietor or partnership using a business name, file a Doing Business as (DBA) Certificate at the Conway County Clerk's Office
Conway County Clerk's Office
117 South Moose Street, Morrilton, AR 72110
501.354.9621
OR
For LLC, C corporation, or S corporation, file your business entity with the Arkansas Secretary of State at ark.org/sos/corpfilings/index.php
- ☐ If your business is a LLC, C corporation, or S corporation, or you have employees, apply for your Employer Identification Number (EIN) with the IRS at <https://sa.www4.irs.gov/modiein/individual/index.jsp>
- ☐ Obtain a Business License from the City Clerk's Office
Menifee | 68 North Mustang Street | 501.354.0898
Oppelo | 8 Municipal Drive | 501.354.2454
Morrilton | 119 N Division Street | 501.354.3484
Plumerville | 303 W Main Street | 501.354.1160
- ☐ Open a Business Checking Account
- ☐ If you are required to charge sales tax or you will have employees, register for Arkansas state taxes with the Arkansas Department of Finance and Administration's Arkansas Tax payer Access Point (ATAP) at <https://atap.arkansas.gov/>
- ☐ Contact a Business Insurance Provider
- ☐ Have your Commercial Personal Property Assessed at the Conway County Assessor's Office
Conway County Assessor's Office
117 South Moose Street, Morrilton, AR, 72110
501.354.9600
- ☐ Obtain any additional licenses and permits from county and state offices that are required for your type of business.

Related Contacts:

City of Menifee	cityofmenifeear.org
City of Morrilton	cityofmorrilton.com
City of Oppelo	cityofoppelo.com
City of Plumerville	plumerville.net
Morrilton Area Chamber of Commerce	www.morrilton.com



College of Business & Economic Development

The Arkansas Small Business and Technology Development Center at Arkansas Tech University is funded in part through a cooperative agreement with the U. S. Small Business Administration through a partnership with the University of Arkansas at Little Rock and the ATU College of Business and Economic Development. All ASBTDC programs are extended to the public on a nondiscriminatory basis.

